

STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURT
COURT INTERPRETER PROGRAM

Orientation Seminar Announcement and Registration

All court interpreter candidates for all foreign languages must complete an orientation session conducted by the Administrative Office of the Courts as the first step in the qualification and registration process to become certified court interpreters in the State of Delaware. A written examination is the second step in the credentialing process and it is scheduled within approximately 6 weeks after the orientation. The written test measures the candidate's knowledge of: a) the English language; b) court-related terms and usage; and c) court interpreter ethics and professional conduct.

The Administrative Office of the Courts will offer a one-day orientation session:

WHEN:

Friday, December 2, 2016

8:45 a.m. – 4:00 p.m.

WHERE:

New Castle County Courthouse

12th Floor Conference Room

500 N. King Street

Wilmington, DE 19801

Registration DEADLINE:

Tuesday, November 22, 2016

The cost of Orientation is \$65.00 for Delaware residents and \$120.00 for out-of-state candidates who reside within 100 miles round trip of any Delaware Courthouse.

This orientation will cover, among others, the following topics:

- ◆ *Skills required to become an interpreter*
- ◆ *The role of the court interpreter*
- ◆ *Modes of interpretation*
- ◆ *A day in the life of a court interpreter*
- ◆ *The Delaware courts*
- ◆ *Testing – written and oral exams*

If you wish to enroll in this court interpreting orientation session, please complete the attached registration form and return it along with the registration fee by Tuesday, November 22, 2016. **All registration forms and payments should be received by the specified deadline above.** Registration fees are non-refundable after the deadline.

A separate announcement and registration form for the Written Exam will be available online after the Orientation. If you have any questions regarding this orientation or the Court Interpreter Program, please send an email to jennifer.figueira@state.de.us.

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ADMINISTRATIVE OFFICE OF THE COURTS
COURT INTERPRETER PROGRAM

ORIENTATION SEMINAR REGISTRATION FORM

December 2, 2016
New Castle County Courthouse
12th Floor Conference Room
500 N. King Street
Wilmington, DE 19801

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____

Email address: _____

☐ Foreign Language(s) - Please list: _____

☐ Interpreter for Deaf/Hard of Hearing

PLEASE ADVISE IF ANY SPECIAL ACCOMMODATIONS ARE
NECESSARY _____

Method of Payment: ☐ Check ☐ Money Order
DO NOT SEND CASH

Make check/money order payable to the State of Delaware and please write your name on the money order. Please note preference will be given to Delaware residents. All others will be admitted on a first come-first serve basis for spaces remaining, if any.

\$65.00 - Delaware resident \$120.00 – Out-of-State resident

Please send this registration form along with payment by Tuesday, November 22, 2016 to:

ADMINISTRATIVE OFFICE OF THE COURTS
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801
ATTENTION: Jennifer Figueira